

CORRECTION OF ERRORS IN MONTHLY COUNTY EXPENDITURE REPORTS

PROCEDURES

Expenditures for ccs clients are reported monthly: by county, client name, provider and date of service. The following errors occasionally occur:

1. The county is billed for a child who either is not CCS-eligible or whose ccs case was closed on the date(s) of service.
2. The wrong county is billed for a CCS-eligible child.
3. The correct county is billed for a CCS-eligible child but for a provider not authorized for the child.
4. The correct county is billed for a CCS-eligible child, for an authorized provider, but for a date of service not authorized.
5. The child has Medi-Cal, but the service is paid from 100 percent CCS funds.
6. The child has insurance, but the service is from 100 percent CCS funds.

Each county reviews its monthly expenditure reports (MR-O-940) for errors; e.g., children not residing in the county, date(s) of service (DOS) prior to referral date, DOS after closure of case, Medi-Cal coverage.

When errors are found, a copy of the pertinent page of the report, with the error highlighted, is sent to the appropriate regional office, to the attention of the Regional Administrative Consultant (RAC), for review and correction.

The RAC reviews the report pages and determines if the highlighted error references a regional office child.

Where necessary, when the case belongs to the Regional Office, the RAC can pull the chart for the case in question and determine if the DOS and/or the provider are correct.

When the highlighted errors have been reviewed by the RAC and it is determined that they are in error, the RAC sends a memo to the county with the following information, based on the type of circumstance:

1. The RAC notifies the county, in writing, to decrease their expenditures on the quarterly invoice by the amount of the erroneous charge. The RAC notifies the provider that they billed, and were paid, for services provided to a non-CCS-eligible person or to a CCS-eligible child whose case was closed. The RAC cites patient's name, the date(s) of service, the procedure code(s), the date(s) of payment and the amount(s) paid. (To get all of this information, the RAC will have to order a Claim Detail Report (CDR) for the CCS ID number and date(s) of service.)
2. The RAC notifies the county, in writing, to decrease their expenditures on the quarterly invoice by the amount of the erroneous charge. The RAC also notifies the county which should have been charged to increase their quarterly invoice expenditures by the same amount.
3. The RAC notifies the county, in writing, to decrease their quarterly invoice expenditures by the amount paid on the erroneous charge. (A method of getting the State reimbursed by the non-authorized provider has either not yet been developed or is not known to this author. It is suggested that a letter be written to the

provider, explaining the situation and providing the patient's name, the date(s) of service, the procedure code(s), the date(s) of payment and the amount(s) paid. This data can be retrieved by ordering a CDR, as stated above.)

4. Same as #3.

5. The RAC verifies that the child had Medi-Cal for the month of service and that the service was a Medi-Cal benefit on that date. If this is valid, the RAC notifies the county, in writing, to work with the provider to have the provider bill Medi-Cal for the covered service. Once the provider is paid by Medi-Cal, EDS will make the adjustments to the MR-O-940 which the county will show on future quarterly invoices.

6. The RAC verifies that the child had insurance for the month of service and that the service was a covered benefit on that date. If this is valid, the RAC notifies the county, in writing, to work with the provider to have the provider bill the insurance for the covered service and reimburse the county by that amount; and then the county either reimburses the state for its portion or it reduces its quarterly invoice by that amount, with written justification attached.

The RAC must maintain a tickle file of the processed report pages so that the corrections may be tracked to ensure that the errors are corrected in a timely manner.